

What should I check before I submit my electronic document in Microsoft Word format?

The MSFC Documentation Repository highly recommends that you submit documents in either Adobe's Portable Document Format (PDF) or Tagged Image File Format (TIFF) [LSB CCITT Group IV].

The Repository can manage multiple renditions of the same document (PDF, Word, and ASCII Text, for example), and strongly encourages document originators to submit documents in as many renditions as possible.

Microsoft Word has an option for documents to use the currently installed printer to determine how the document page layout is displayed and/or printed. This can cause display and printing problems to others who wish to view your documents. Before you submit your documents to the Repository, open them in Microsoft Word, and do the following:

- Select Options under the Tools menu.
- Select the Compatibility tab.
- Scroll down the list until you find the option labeled "Use printer metrics to lay out document"
 - If this is not checked, click Cancel, your document is ready for submittal
 - If this option is checked, uncheck it by clicking the checkbox, and click OK
- Save the document